



# General Services Administration

Federal Acquisition Service  
Authorized Federal Supply Schedule Price List

On-line access Title: Transportation, Delivery & Relocation Solutions

FSC Group: SIN(s) 411 1

Contract Number: GS-33F-037BA

For more information on ordering from Federal Supply Schedules click on FSS Schedules at [fss.gsa.gov](http://fss.gsa.gov)

Contract Period: August 11 2014 - August 10 2019

Company: Prime Parking Systems LLC

Contract Administrator: Alex Zeiady

Business Size: Small

**Customer Information:**

1a. **SIN 411 1**

1b. See **Attachment A** for pricing of Tasks

1c. See **Attachment B**

2. Maximum order: **\$1,000,000**

3. Minimum order: **\$100**

4. Geographic coverage (delivery area): **Domestic**

5. Point(s) of production (city, county, and state, or foreign country): **NA**

6. Discount from list prices or statement of net prices: **See Attachment "A"**

7. Quantity discounts: **NA**

8. Prompt Payment terms: **See attachment "A"**

9a. Notification whether Government purchase cards are accepted at or below the micro-purchase threshold. **Yes**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Not accepted Above micro-purchase threshold**

10. Foreign items: **NA**

11a. Time of Delivery: **To be negotiated at the task order level.**

11b. Expedited delivery: **NA**

11c. Overnight and 2-day delivery: **NA**

11d. Urgent Requirements: **See contract clause I-FSS-14-B. Agencies can contact the contact for Contract Administration to obtain faster delivery.**

12. F.O.B point(s): **Destination**

13a. Ordering address(es):

**345 118<sup>th</sup> Ave SE Suite 120**

**Bellevue, WA 98005**

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

14. Payment address(es):

**345 118<sup>th</sup> Ave SE Suite 120**

**Bellevue, WA 98005**

15. Warranty provision: **NA**

16. Export packing charges: **NA**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level): **NA**

18. Terms and conditions of rental, maintenance, and repair: **NA**

19. Terms and conditions of installation: **NA**

20. Terms and conditions of repair parts: **NA**

20a. Terms and conditions for any other services: **NA**

21. List of services and distribution points:

**Parking and Transportation Services**

- **Valet Parking Services**
- **Garage management Services**
- **Parking Enforcement Services**
- **Consulting Services**
- **Ground Transportation and Shuttle Services**

22. List of participating dealers: **NA**

23. Preventative maintenance: **NA**

24a. Special attributes such as environmental attributes: **Not applicable**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found. The EIT Standards can be found at <http://www.section508.gov/>. (e.g. Contractor's website or other location.): **NA**

25. Data Universal Number System (DUNS) number: **079254784**

26. Notification regarding registration in Central Contract Registration (CCR) database:  
**Registered, and Registration valid to 7/19/15.**



## **Attachment "A"**

### **Awarded Contract Price List – 411 1**

<u>Services</u>	<u>Unit of Issue</u>	<u>Final Price</u>
Shuttle Bus Driver	Hour	\$29.25
Parking Lot Attendant / Valet	Hour	\$18.42
Cashier	Hour	\$20
Valet Supervisor	Hour	\$20.09
Valet Manager	Hour	\$26.87

Prompt Payment Discount
2% NET 10
1.5% NET 15
1% NET 20



## **Attachment "B"**

### **Description of Job Titles, Functions and Responsibility:**

#### **Valet Manager Position**

##### **SUMMARY**

Provide general supervision and training to the valet attendants & Valet supervisors in order to ensure efficient valet operations. Ensure maximum resident and customer satisfaction through providing exceptional customer services.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage, direct and operate the parking operations.
- Meet and exceed resident expectations.
- Ensure wait time for cars averages under 3 minutes and never exceed 7 minutes.
- Train and supervise the staff to run an efficient operation.
- Set and maintain schedule to ensure the garage always has ample staffing.
- Ensure security measures are met.
- Handle all guest related concerns, claims and property issues.
- Be the direct liaison between the company, the facility, and the clients.
- Maintain fast and efficient response times.
- Ensure garage and work spaces are always clean and organized.
- This position would require to be on call 24/7 for any issues.
- All other duties as assigned.

##### **SUPERVISORY RESPONSIBILITIES**

Supervise a team of valet Supervisors and attendants.

##### **QUALIFICATIONS:**

- Must have a valid Driver's License and be able to provide a current DMV driving record.
- Must be able to drive both automatic and standard shift cars.
- Valet Parking Management experience is a MUST.
- Must have experience managing and mentoring a staff of 10+ employees.
- Must be able to work in fast paced, ever changing, demanding work environment.
- Ability to communicate effectively and positively with associates, guests and management.

##### **EDUCATION and/or EXPERIENCE:**

- High school diploma or GED required.
- Two (2) to (4) years of related experience and/or training required

**LANGUAGE SKILLS:**

Ability to read write and comprehend instructions, correspondence, memos and reports. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems solving several concrete variables in standardized situations.

## **Valet Supervisor Position**

Valet Manager is responsible for the successful supervision and organization of the Valet Attendants. The Valet Supervisor must ensure that they are providing exceptional customer satisfaction by serving guests in a hospitable manner to ensure a positive guest experience during arrival and departure. The Valet department must be executed at the highest level of professionalism and courtesy.

The Valet Supervisor must drive results through proper guest care that meets or beats Prime Parking and brand standards. The Valet Supervisor must ensure that our associates and customers are treated with the utmost respect at all times since they are the key to our success.

### **Responsibilities – (not limited to)**

- \*Passion and commitment to the department at an ownership level
- \*Ensure compliance with brand standards as well as the Prime Parking's standards and procedures
- \*Ensure Valet area is maintained to the highest level with attention to detail
- \*Maintain effective and open communication
- \*Foster teamwork
- \*Must possess high energy, professionalism and confidence every day and in every way
- \*Be a highly motivated and enthusiastic leader
- \*Participate in Prime Parking's stand-ups and meetings with enthusiasm and commitment to success
- \*Deliver the best product at the highest standards
- \*Must be able to conduct daily business with integrity and be ethical at all times
- \*Treat guest, associates, vendors and co-workers with professionalism and respect at all times
- \*Must maintain a safe working environment through ongoing compliance of safety guidelines
- \*Understand and comply with emergency procedures
- \*Ensure approved uniforms are being worn at all times with nametags
- \*Evaluate the staffing requirements and create work schedules weekly adhering to budget goals
- \*Ensure that the Valet/Reception desk is attended at all times and that posting positions are maintained
- \*Ensure sufficient staffing is present to meet the daily business demands
- \*Communicate anticipated business demands daily with each associate
- \*Ensure staff's knowledge of offered services, features and amenities
- \*Assign specific tasks as they arise to the staff according to rotation sequence
- \*Answer and document all calls and requests for Valet and parking assistance
- \*Maintain security and accurate record of all guest keys issued to Valet staff
- \*Accommodate all guest requests in an accurate and efficient manner
- \*Coordinate group check in requirements
- \*Ensure proper training of proper use and care of guest's vehicles while driving and parking
- \*Ensure proper security of guest's vehicle keys and belongings
- \*Must be able to stand the entire shift and ensure timely retrieving/parking of guest's vehicles
- \*Interact positively with customers and take action to resolve issues to maintain high guest satisfaction
- \*Comply with attendance rules and be available to work on a regular basis
- \*Perform other tasks that are deemed necessary to the success of Prime Parking's Valet operation



## **Cashier Position**

### **Responsibilities:**

**Basic Function:** Utilizes a quality customer service orientation, receives payment from customers for parking services and facilitates the flow of traffic through the gate by performing the following duties:

### **Essential Duties and Responsibilities:**

- Responsible for being at work every scheduled day, on time and in uniform.
- Counts "bank" of revenue at the beginning of each shift to ensure starting total is correct.
- Collects cash and validations and maintains security of cash.
- Makes change and/or issues receipts or tickets to customers for each transaction.
- Computes or re-computes bill from tickets showing amount due from customer.
- Operates cash register after time calculation (manually or by machine) and calculates cost of transaction.
- Quotes prices for parking services for which money is received.
- Gives directions to customers for various locations in the city.
- Completes lost ticket forms when original tickets cannot be located.
- Resolves customer complaints independently or with the aid of a supervisor.
- Answers telephone (when applicable) in a prompt and courteous manner.
- Maintains cleanliness of booth and picks up trash in surrounding area.
- Conducts timely checks to see if a proper inventory of necessary work aids and supplies are located in the booth.
- Verifies log of shift transactions against "bank" of revenue on hand.
- Compiles "bank" of collected revenue during the day once a predetermined amount of money has been collected.
- Record amounts received, cars in and out of facility, cars left in a facility (if applicable) while preparing shift report of transactions.
- Any other duties that may be assigned by the supervisor.

### **Requirements:**

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and/or Experience:** less than high school experience or up to one month related experience or training or equivalent combination of education and experience.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to make change.

**Language Skills:** ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present in one-on-one and small group situations to customers, clients, supervisors and other employees of the organization.

**Reasoning Ability:** ability to apply common sense understanding to carry out detailed but standard written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other skills and abilities:** ability to use clock (standard/military time), calculator (optional) or credit card machine to handle transactions. Ability to maintain a pleasant and mannerly demeanor when speaking on the telephone and with the public.

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. These demands are as follows:

- Must be able to stand or sit for a period of 8 hours.
- Must be able to withstand working for long periods of time outside in varying elements of seasonal and inclement weather.
- Must be able to walk either inside or outside for long periods of time.
- Must be able to freely lift up to 30 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Parking Lot Attendant / Valet Position

### **Responsibilities**

- Greets everyone at all times. Smiles, makes eye contact and verbally greets guests and coworkers from arrival to the property through departure.
- Provides memorable, personal & professional experience to all guests. (The legendary Experience )
- Ticket/Register all incoming vehicles. Record necessary information on Valet Ticket.
- As applicable, validate Rewards Cards for parking privileges.
- Follow established protocol for Front Parking requests.
- Must keep valet lines moving at all times by communicating via radio to Attendants the volume and lanes from which to pull vehicles to park.
- Inspect vehicles and accurately mark pre-existing damage on valet tickets.
- Park incoming cars safely and efficiently.
- Runs/Jogs safely to ensure promptness and urgency at all times.
- Accurately hang keys in the valet booths.
- Works with automated parking technology proficiently.
- Direct traffic during peak business times.
- Safely return vehicles to guests.
- Open car and building doors, attempt to anticipate needs for all guests.
- Provide information about the property and amenities.
- Provide general driving directions and assistance to all guests.
- Assist as possible with wheel chairs and other assistance.
- Clearly communicates with others and uses radios when necessary.
- Maintain a spotless environment; ensure all valet & parking areas are free of trash and debris; notify supervisor of any concerns relative to music, lighting, signage and ambient elements.
- Follow all departmental procedures and policies to ensure efficient, safe and secure operations.
- Ensure all guests problems are handled quickly to ensure guest satisfaction within the established guidelines.
- Set high personal standards for performance and encourages others to do the same.
- Work as a team player. Assist other Valet & Parking related positions and activities including coat check, cashiering, directing traffic, and more.
- Accurate and efficient cash handling when assisting or acting as Valet Cashier; accepts payments, makes change, follows procedures for credit and other payment transactions. Uses point of sale system accurately and in accordance with proper procedure.
- Any and all other job duties as assigned.

## **Shuttle Bus Driver**

### **Position Summary**

Employee is responsible for operating an assigned shuttle bus on a designated transportation route. Employee is further responsible for the safe transportation, loading and unloading of passengers.

### **Essential Duties**

Provide daily transportation services to passengers at designated pick-up and drop-off locations.

Perform pre-inspection and post-inspection activities to ensure proper operating conditions, adherence to prescribed Department of Transportation standards, and compliance with proper safety standards.

Maintain and enforce bus evacuation plan and coordinate bus evacuation activities as appropriate.

Maintain safe driver designation and applicable physical and dexterity standards.

Ensure the safe loading and unloading of passengers, including the safe operation and handling of specialized equipment for unloading passengers with special needs (i.e. wheel chair lifts and tie-downs).

Performs routine cleaning and bus maintenance activities.

Ability to conduct re-fueling activities, to include maintaining assigned fuel use logs.

Establish and maintain effective communication and working relationships with passengers, co-workers, shift coordinators, supervisors, managers, etc.

Comply with all safety, security, compliance and quality standards and procedures established by the Company, Clients, and regulatory authorities.

Perform other duties as assigned.

\*Job duties may be modified at any time.

### **Minimum Requirements**

Must have a high school diploma or GED.

Two years previous customer service experience required.

Must be 18 years of age or older.

Must submit to and pass a drug screen.

Must possess a valid commercial driver's license, class "B," with passenger endorsements.

Must comply with safe driver program standards.

Must be Air Brake certified.

Must provide updated DOT medical and corporate certifications. Annual recertification is required in order to maintain employment in the classification.

Must meet all requirements to receive required airport SIDA badge, including successful completion of a background check. Individual must also provide driver's license information so that the Company may conduct a motor vehicle history check.



## COMPANY PROFILE

### PRIME PARKING SYSTEMS LLC

**PROFILE** Prime Parking Systems, LLC is a locally owned and operated company. Prime was founded by three local service oriented entrepreneurs with a deep skill set for customer service, who recognized the need in the Northwest for a customer focused valet, parking management, and transportation services provider. Additionally, Prime utilizes its industry experience and passes this along to its loyal customer base. Our company was founded with one simple goal in mind – **Superior Customer Service.**

With over 25 combined years of industry experience, Prime Parking Systems has vast experience in providing services to medical centers, commercial high rise buildings, hotels and hospitality, municipalities, upscale residential communities and other vertical markets seeking premier valet, parking management and transportation services. Prime Parking has the financial backing, equivalent to much larger parking/transportation firms, with the ability to deliver a high sense of urgency you would expect from a locally owned operator.

**OUR PHILOSOPHY** It is the operating philosophy of Prime Parking Systems to select and train the highest caliber of valets and parking professionals; provide them with a positive, safe, dynamic, results-oriented work environment, clearly conveyed goals and objectives, and then provide the leadership to help them do the best work of their lives, while never, ever forgetting that our people are our product.

Prime Parking Systems was established in Bellevue, Washington. The company was founded on the idea that quality service at a fair price would yield a successful business. Prime Parking Systems Senior Management has enjoyed the privilege of serving over 200 accounts.

We established our first office in Bellevue as the hub for future operations. Within 15 days we were awarded our first contract. Prime Parking Systems now services various accounts for clients that recognize our commitment to value and exceeding client expectations. Furthermore, due to our recent growth and success we have expanded our operations and opened a new Seattle office.

Prime Parking Systems is a full-service valet, transportation and parking management company. Our customers appreciate the convenience of calling one number for all of their valet, transportation and parking needs. All of our team members are veterans in their fields and able to execute their assignments with a high degree of quality our clients have come to expect.

The combination of an experienced management team and a highly competent, experienced work force, along with the wide variety of accounts served, has made it possible to streamline our procedures to achieve optimal results at a minimal cost to our clients. Our managers are adept at designing the best possible valet, transportation and parking service programs, tailored to meet the unique requirements of each customer. It has always been our goal to assist our customers in every way possible to elevate and uphold their valet, transportation and parking operations. Through years of experience and application, the consistent realization of this goal has earned Prime Parking Systems the reputation it enjoys today.

# COMPANY PROFILE

## PRIME PARKING SYSTEMS LLC

### **SCOTT SCRIBNER, PRINCIPAL**

The founder of several facility services business' in the Pacific Northwest, Mr. Scribner has over twenty (20) years of providing senior leadership and direction to some of the most respected building service support operations in the Northwestern United States. His national perspective of risk management, disaster mitigation, business continuity and labor relations has served to lead his business' through a period of unparalleled strategic growth. A trusted tactical partner with respected companies and organizations such as the Fred Hutchinson Cancer Research Institute, CBRE, Blackstone Group, Paccar, Phillips Medical, Nintendo, Kemper Development and Russell Investment; Mr. Scribner has combined a corporate philosophy focused on *Appearance, Aptitude, Attitude* and *Training*. An active participant in various committees, enhance the impact of what he can give back to the community from which he has had the privilege to serve.

### **GAVIN YOST, PRINCIPAL & PRESIDENT**

As a Principal of Prime Parking Systems, LLC Gavin is involved with all facets of Prime Parking Systems, LLC, including business development, and operations. Gavin currently is the Owner and President of Alliance Building Services, LLC which is a fifteen million dollar per year building maintenance company. Prior to founding Alliance and co-founding Prime Parking, Gavin was the Vice President of Allied Building Services and managed 460 employees and twelve million dollar a year operation. Gavin has worked in the following roles, route supervisor, account manager and as Vice President of Operations. His operational experience is to assure quality service and rapid response to customer concerns and needs. Gavin prides himself on the fact that he has never lost an account as a result of an inability to provide superior services.

### **HUGH KOSKINEN, PRINCIPAL & VICE PRESIDENT**

As a Principal and the Vice President of Prime Parking Systems, LLC Hugh has overall responsibility for all aspects of Prime Parking's operations and business development. Prior to co-founding Prime Parking, Hugh worked for Ampco Systems Parking and held positions such as Branch Manager, and Sr. Branch Manager. While with Ampco, Hugh was responsible for operations in the NW Region and the overall health and growth of a ten million dollar per year portfolio. Hugh has over 15 years experience in the valet, transportation and parking services industry. Additionally, Hugh prides himself on his superior customer service skills and his ability to always meet a customer's needs, along with superior problem solving skills.

### **Alex Zeiady, DIRECTOR OF BUSINESS DEVELOPMENT & OPERATIONS**

As a Director of Operations & Business Development for Prime Parking Systems, LLC Alex has the overall responsibility for all aspects of Prime Parking's operations and marketing responsibilities. Prior to Working with Prime Parking Alex worked for Diamond Parking, Imperial Parking and Republic Parking for 10 Years starting out as Area Manager, overseeing all of Diamond's Hotel Valet Portfolio and finally acting as Diamond Parking's City Manager. Alex has a passion for delivering top notch customer service for his clients, while maintaining a strong focus on revenue generation and control. Alex also possesses 15 years of marketing experience and the ability to deliver out of the box